

**NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4832; DSN 853-4832
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 09-579T OPENING DATE: 12-Jan-2010 CLOSING DATE: 9-Feb-2010

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

HAZARDOUS MATERIAL SPECIALIST, GS-2001-09, TC80214000, E1-E7

APPOINTMENT FACTORS: OFFICER ☐

ENLISTED ☒

SALARY RANGE:

\$48,529.00-\$63,083.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 2S031

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current Excepted Service (Technician) members of the 161st ARW, Arizona Air National Guard.** Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Applicant must possess the AFSC of 2S031.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge and understanding of Federal, State, and USAF safety and environmental standards, regulations, statutes, policies, and guidelines
2. Practical knowledge of a wide range of supply principles, concepts, and methodologies involving general supply, storage, distribution, and inventory specialties as they relate to hazardous materials;
3. Knowledge of established principles, concepts, and methods of environmental protection relating to hazardous materials; and skill in applying this knowledge to the effective management and control of the HAZMAT Pharmacy
4. Skill in oral and written communications

SPECIALIZED EXPERIENCE: Must have 24 months specialized experience in the material control or supply field. Must have progressively responsible experience in administration, logistics, maintenance and supply, storage, distribution and preservation of materials and supplies, and methods of security for resources.

BRIEF JOB DESCRIPTION: This position is located in the Air National Guard, Logistics Directorate, Supply Branch, Asset Management Flight. The primary purpose of this position is to provide management control, oversight, coordination, and implementation of the base "HAZMAT Pharmacy" program and operation. Identifies new HAZMAT and customer requirements. Serves as the HAZMAT systems administrator utilizing the Standard Base Supply System (SBSS) and Environmental Management Information System (EMIS) to manage and update HAZMAT inventory data. Develops base regulations and operating instructions and procedures involving hazardous material requirements and processes in accordance with Federal, State, and military regulations, guidelines, and instructions. Develops and conducts HAZMAT training to managerial, supervisory, and base personnel. Conducts worksite visits, identifies customer concerns, and determines materials usage. Gathers and compiles information for reports to Federal, State, USAF, and/or ANG agencies regarding program status, HAZMAT item status, compliance issues, budget information, etc. Performs other duties as assigned.

SELECTING OFFICIAL: SMSgt Bert Reid (DSN: 853-9066)
